



Swallowtail Federation of Church Schools

Minutes of a Meeting of the
Governing Board of Swallowtail Federation of Church Schools
20th September 2022, 16.30 at Sutton Infant School

Governing Board	Initials	Role	Present / Apologies / Absent
Rosie Booker	RB	Co-opted Governor	Present
Natalie Butcher	NB	Headteacher/Governor	Present
Angie Johnson	AJ	Foundation Governor	Present
Martin Petersen	MP	Co-opted Governor	Present
Linda Russell	LR	Foundation Governor	Present
Jacqui Sinkins	JS	Staff Governor	Present
Josie Upton	JU	Parent Governor	Present
Sheila Watts	SW	LA Governor/Chair of Governors	Present
Also Present			
Justine Petersen	JP	Clerk	Present

1. Welcome & opening prayer	SW welcomed all present and thanked them for attending. The meeting opened with a moment of quiet reflection on the start of the year.
2. Apologies & absence	None.
3. Declaration of Interests	SW invited governors to declare any business or pecuniary interests specifically relating to items on the agenda or that they had not already declared. There were none.
4. Election of Officers	Elections are not due until September 2024.
5. Full Governing Board	<p>FGB Terms of Reference 2022 Unanimously agreed without amendment.</p> <p>Governor Code of Conduct The NGA Model Code of Conduct was agreed subject to the addition of statements relating to the Christian nature of the Federation. LR provided wording. NB will publish on the website. Action – Clerk to amend Code of Conduct and forward to NB for uploading to the website.</p> <p>Annual Schedule of Business Unanimously agreed without amendment. It would be used as a working document and would evolve as the year progresses. 'Review and update Church School SEF' would be added to the autumn and summer A&S meetings. NB and JS would consider when would be the best time to present the Safeguarding Report. Action – Clerk to amend Annual Schedule. Action – NB and JS to determine best time for Safeguarding Report. SW reminded governors to be mindful of the Annual Schedule and to ensure they plan monitoring around it. Written Headteacher Reports alternate with verbal reports.</p> <p>Register of Interests SW requested governors review and update their interests on Governorhub. They should also confirm the declarations. SW's husband now works at Catfield rather than Sutton. NB no longer has any business or pecuniary interests. Action – All to review and update interests and confirm the declarations on Governorhub.</p>

	<p>Keeping Children Safe in Education 2022 SW stressed the need for all governors to read and understand KCSiE 2022. Action – All to read and understand KCSiE 2022.</p> <p>Action to identify FGB review / training for this year and agree at next FGB SW suggested the Board focus on recruitment and induction this year, rather than on specific training. There have been no changes to the Board since the last review, and governors still have the same skills. The Board has many vacancies, and training is available via Governorhub. All have done safeguarding training this academic year except for SW. Action – SW to complete safeguarding training. All should ensure they undertake Prevent training annually. Action – All governors to complete Prevent training at least annually. LR, AJ and MP attended safeguarding training during inset, and a session on the Federation’s vision. SW, MP, LR, AJ, JS and NB are training in safer recruitment. SW and NB will undertake finance training, This is needed for the RAG.</p> <p>Training Log Covered above.</p> <p>Decision to Co-opt Martin Petersen for a further term Governors unanimously agreed to co-opt Martin Petersen for a further term of four years. Proposed by SW and seconded by LR. His term will expire on 15th October 2026.</p>
<p>6. Delegation of Responsibilities to Committees and Headteacher</p>	<p>Review Governing Board Decision Planner and agree any changes Unanimously agreed without amendment.</p> <p>Gov: Should the Board review the Headteacher’s financial limits? Currently the Headteacher can spend £3k per school or £5k across the Federation before seeking Board approval.</p> <p>Gov: Does this need reviewing with increasing costs? NB advised that the Finance Policy will be reviewed soon, and the Headteacher’s spending limits could be considered as part of that process. The Deputy Headteacher will be embedded in the policy, and the Business Manager will be removed.</p> <p>Gov: The Decision Planner states that suspension of the Headteacher sits with the R&P Committee, but ending a suspension sits with the full Board. Should it be aligned? It is likely to be this way deliberately, because the R&P Committee has a staffing and HR element, and not all governors should be involved in making that decision.</p> <p>Proposed Committee Structure No changes to the committee structure were proposed. The A&S Committee will continue to meet termly, and subject leads will be invited to give updates.</p> <p>Resources & Premises – SW will continue as chair. Agreed unanimously. Achievement and Standards – LR will continue as chair. Agreed unanimously.</p> <p>Agree Terms of Reference for Each Committee Unanimously agreed without amendment.</p> <p>Propose that Disciplinary and/or Appeals panels are formed as required Unanimously agreed. All governors are familiar with the integrity of the process.</p> <p>Agree members of Headteacher Performance Review Panel Agreed as LR, AJ and MP. An external advisor would support.</p> <p>Propose as last year we accept governors to participate or vote at meetings including but not limited to by telephone or video conference Unanimously agreed.</p> <p>SW asked whether the Leadership Restructure Group could be removed on Governorhub, as the</p>

	<p>restructure was complete. The Clerk advised that this would not be possible without removing the documents, as they would become accessible to all who have access to the Hub.</p>
<p>7. Agree Committee Members and Governor responsibilities</p>	<p>Agree Committee Membership R&P Committee – SW (Chair), MP, JU, AJ, NB A&S Committee – LR (Chair), RB, JS, NB.</p> <p>Gov: Is there an update on the vacant staff governor post? Not currently. There have been no volunteers.</p> <p>Review Link Roles and Responsibilities AJ will be governor link for cyber security. This is now an LA requirement, and it fits well with her safeguarding and GDPR remits. There will no governor link for training moving forward. All governors will share information about training. There will be no specific governor for able, gifted and talented. This sits within the remit of the A&S Committee. Pupil Premium would move from A&S to FGB in terms of reporting. SMSC would be removed as a separate link role, as it falls under the remit of SIAMS. Both Foundation governors have SIAMS responsibility. JU would continue as RSHE link. The pre-school and EYFS roles would be merged.</p> <p>Gov: Are there any other link roles NB would like? No.</p> <p>Action – Clerk to update link roles on Governorhub.</p> <p>Check Who is Safer Recruitment Trained? Do we have enough? Covered above. Sufficient governors are trained.</p>
<p>8. Dates</p>	<p>Schedule of Meeting Dates Agreed and circulated at the end of last term. JU submitted apologies for the next FGB meeting. It was agreed that the committees would continue remotely, and the FGBs would be in person. SW reminded governors to arrive early, if possible, to be available to staff.</p> <p>The meeting with St Benet's MAT on 29th September would take place at Catfield. LR would attend remotely.</p> <p>Budget meetings have not yet been arranged. NB will contact County Finance. Action – NB to arrange budget meetings with County Finance.</p> <p>Plan to prepare and agree monitoring timetable Monitoring will be dealt with in meetings and via the Annual Schedule. The staff monitoring timetable is in the process of being written, and governor monitoring should mirror this. Monitoring forms should be uploaded to the relevant Committee folders.</p>
<p>9. Additional Items of Business</p>	<p>Itemised Invoice for Log cabin at Catfield The invoice was uploaded to Governorhub, and there were no comments or concerns. Gov: Was the issue with the door rectified? No, the school will be provided with a new door.</p> <p>Equality and Diversity Monitoring SW will contact NB to arrange. Action – SW to arrange equality and diversity monitoring.</p> <p>Federation Development Plan NB is drafting a new FDP. Staff were consulted during the inset vision session, and there was consensus around developing outdoor spaces, reading for pleasure and more Federation events for children and staff. Staff and governor voice has been considered.</p> <p>NB asked what governors would like as their target or focus for the year. Much will revolve around curriculum monitoring or opportunities for governors to give the full picture of SMSC across the curriculum. Actions around wellbeing are already in place, such as</p>

increasing governor visibility.

Action – Federation Development Plan to be presented at next meeting. Clerk to add to agenda.

Gov: Are there events governors can attend for recruitment purposes?

NB will check parent events at each school. Governors could attend Friday family worship, which takes place weekly. Other events will take place throughout the year.

Governors could attend the sessions at which work is shared with parents,

Governors should increase the amount of time they spend in the schools.

Action – NB to upload dates of school events to Governorhub.

Staff should consider any parents they feel would be strong parent governors. Targeting in this way has worked well in the past.

The Board has multiple vacancies, especially for co-opted and Foundation governors.

SW has an existing action to contact the vicars. She will do so face to face, as this is more effective than emails. The vicar at Sutton has met with the RE Lead.

Catfield now has a PTA.

Recruitment Update

There has been no further recruitment since the last meeting.

There is a finance vacancy, but the Federation is not actively recruiting at this time. It is being supported remotely by the County Finance team, and it seems to be working well. The school secretaries are stepping up, but there is much still to be done. NB stressed that the secretaries have worked above and beyond since the start of term.

Action – SW to thank school secretaries for their hard work this term.

Gov: Did the former Business Manager update the GDPR checklist in light of governor monitoring last term?

NB was unsure.

Governors requested it be checked again. There were no real concerns with the single central record before the summer, but new staff are in post. It was agreed that AJ and NB would discuss outside of the meeting. AJ and JS would attend the GDPR meeting in October.

Sutton Pre-School

NB stressed the high levels of staff illness across the Federation, particularly so early in the academic year.

Gov: Is the sickness work related?

It is a mixture. Some is pressure related, but it is not related to SLT.

Managing sickness has been very challenging. It has a particular impact in small schools, and it has taken NB away from her strategic responsibilities. It is impossible to source supply.

The Lead Teacher at Hickling is unwell. One member of staff has been exceptional in terms of cover, and parents have expressed no concerns.

Staff have worked hard to ensure collaboration across the Federation, and some have moved across to cover.

Challenging behaviour, safeguarding and SEN continue to be managed. The Federation has been unable to recruit a one-to-one for one child.

There is no quick fix. Supply teachers are not available, but it would be high risk to bring in unknown supply at Catfield. Staff are supporting each other.

Governors considered whether to open the pre-school to 2-year-olds. They unanimously agreed to defer the admission of 2-year-olds until the staffing situation is more stable. RB will draft a letter to send to the community, and forward to NB.

Action – RB to draft letter advising community of decision to defer admission of 2-year-olds to Sutton pre-school, and forward to NB.

Federation Moving Forward

The meeting with St Benet's will take place on 29th September, and governors are considering questions.

NB provided an update on the collaboration with other small schools in North Norfolk in the Diocese. The group has written to parents to explain the collaboration and the need to improve standards. She tabled the calendar of support.

Gov: Does the Federation get this even though it is not part of a Diocesan MAT?

	<p>Yes, funding is available from the DfE, and the Federation can access it subject to Board agreement. The CPD opportunities are very strong, and they are free of charge. They provide valuable networking for staff, and they are positive for wellbeing. It would not be possible for the Federation to provide such strong opportunities alone in the current financial climate.</p> <p>Gov: Is the Diocese providing the funding? No, it is funded by the DfE. The Diocese applies for the funding on behalf of the schools.</p> <p>Gov: Are all the schools involved church schools? Yes, and all are in North Norfolk.</p> <p>Gov: Are they all in a Diocesan MAT? No.</p> <p>Gov: Are any considering joining one? Possibly, in varying stages.</p> <p>Gov: Are governors able to attend the sessions? NB was unsure, but she will check.</p> <p>Action – NB to determine whether governors can attend Diocesan CPD sessions.</p>
10. Previous Minutes	The minutes and confidential minutes of the meeting held on 13 th July 2022 were unanimously approved without amendment.
11. Matters Arising	<p>AJ monitored GDPR at Sutton before the summer. Most was positive with a few minor concerns, such as identifying information in the serving area, a mobile phone plugged into a wall and staff laptops left unlocked. AJ has an ongoing action to complete monitoring at Hickling and Catfield. SW will monitor equality and diversity. Action to carry forward.</p> <p>SW has not yet printed and signed the confidential minutes. Action to carry forward.</p> <p>The County Finance Officer confirmed receipt of the minutes, and the RAG will be adjusted.</p> <p>SW will contact the vicars.</p> <p>Attendance will be removed as a standing item from A&S agendas.</p> <p>All other actions were marked as complete.</p> <p>Gov: How do we carry forward actions identified during monitoring? It is the responsibility of the governor doing the monitoring to ensure actions are taken to the appropriate committee to be monitored.</p>
12. Policy Approval	<p>The following policies were unanimously approved without amendment:</p> <p>Safeguarding Policy Staff Code of Conduct Attendance Policy Whistleblowing Policy SEN and Inclusion Policy SEN Information Report</p> <p>NB and JS will attend training on the new County Attendance Policy, as there is no longer any room for discretion. The way the Federation manages attendance will not change significantly, but it will help it align with other schools in the local area.</p> <p>Gov: Are there other policies that need updating? NB is keeping track. Some will filter into the committees, but none are out of date.</p> <p>Gov: Are updated policies added to the website? Yes.</p>
13. Date and Time of Next Meeting	Tuesday 13 th December 2022, 16:30 at Catfield.
14. Closing Moment with Prayer	The meeting ended with a reflection on the life of Her Majesty the Queen. The children had been given an opportunity to reflect, and to talk about what the Queen meant to them. They had used words and phrases such as ‘angel’, and ‘the best friend I never got to meet’. They felt they had a bond with her.

With no further business the meeting finished at 18:19

Signed by the Chair of Governors as a true record of the meeting:

Date:

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